

## AIR NATIONAL GUARD MILITARY (AGR) VACANCY ANNOUNCEMENT

<b>HUMAN RESOURCES OFFICE</b> <b>KANSAS NATIONAL GUARD</b> 2722 SW TOPEKA BLVD TOPEKA, KS 66611-1287	<b>DATE</b>  05 NOV 2018	<b>ANNOUNCEMENT NO.</b>  23-2019
<b>OPEN TO</b> CURRENT MEMBERS OF THE KSANG OR THOSE ELIGIBLE TO BECOME	<b>APPLICATIONS WILL BE ACCEPTED UNTIL</b> 31 JAN 2019, 1500 HRS	
<b>MILITARY POSITION TITLE &amp; NUMBER</b> COMMANDER SUPPORT STAFF #0816239	<b>MIL AFSC &amp; GRADE</b> 3F071/MSGT	<b>APPOINTMENT FACTORS</b> SEE BELOW
<b>LOCATION OF POSITION</b> 184 RSG MCCONNELL AFB, KS 67221	<b>MINIMUM RANK</b> TSGT IMMEDIATELY PROMOTABLE	<b>MAXIMUM RANK</b> MSGT
<b>SELECTING SUPERVISOR</b> Lt Col Jesse Sojka, Deputy Commander, 316-759-7803, jesse.s.sojka.mil@mail.mil		

### AFSC SPECIALTY SUMMARY

Manages, supervises, and leads military personnel and human resource programs. Analyzes Air Force policy and provides recommendations to commanders, supervisors, and Airmen on benefits, entitlements, career progression, retention, and relocation programs. Updates and maintains personnel data systems, analyzes data mismatches, and provides Air Force leadership with accurate data points to make force management decisions. Related DoD Occupational Subgroup: 153100.

### AFSC DUTIES & RESPONSIBILITIES

Manages military personnel programs and advises commanders and Airmen on Air Force personnel policy. Manages a myriad of Air Force programs including; assignments, promotions, evaluations, identification cards, separations, retirements, benefits, entitlements, retention, classification, awards, decorations, retraining, casualty, personnel reliability, and personnel readiness programs. Determines program eligibility and counsels airmen on career progression. Manages and executes force management tools such as; force management boards, selective reenlistment and bonus programs. Counsels airmen on reenlistment opportunities, benefits, and entitlements. Advises commanders and provides reports and statistics to make personnel decisions.

Manages data analysis products and ensures the accuracy of both deployed and in-garrison personnel data. Creates, interprets, and audits management assessments products and transaction registers and identifies mismatches. Works with commanders and Airmen to resolve discrepancies and ensures the accuracy of personnel data. Routinely crosschecks data from the personnel data system with source documents in the personnel records to ensure accuracy.

Performs personnel actions. Conducts in and out processing at both in garrison and deployed and maintains accountability of Air Force personnel. Manages duty status reporting to include; leave, temporary duty, hospitalization, sick in quarters, and casualty reporting.

Oversees personnel activities and functions. Inspects personnel activities for compliance with policies and directives. Reports discrepancies and recommends corrective action. Monitors personnel actions for timeliness, propriety, and accuracy. Ensures proper counseling of individuals on personnel programs, procedures, and benefits. Organizes and compiles management data and submits reports.

Performs Commanders Support Staff (CSS) personnel functions. Prepares and processes administrative support actions relating to unit programs such as fitness, in and out-processing, evaluations. Manages leave web program. Maintains suspense system for personnel actions and correspondence. Maintains and monitors duty status changes. Provides customers with guidance on how to use web-based applications for personnel actions. Prepares and processes Articles 15, letters of reprimand, investigation reports, unfavorable information files, and separation actions.

Performs Personnel Support for Contingency Operations (PERSCO) functions. Ensures accountability and casualty reporting for deployed forces, reports data to combatant commanders, and enables sound wartime decisions. Provides additional personnel support, as required.

## QUALIFICATIONS

1. Must possess 3F071 AFSC.
2. Start date NET 1 JUN 2019.
3. Function independently as mentor to subordinate squadron CSS functions.
4. Precise review, proof reading and editing skills for group level correspondence/policy.
5. Familiarity with CCIP and proficiency using Management Internal Control Toolset (MICT).
6. Demonstrate ability to lead group level self-assessment mgt program (SAPM).
7. Prefer experience with finance/budget related activities (GPC, CCM, RA, etc).
8. Questions/inquiries to selecting supervisor welcomed!
9. Applicant must meet all requirements of ANGI 36-101.
10. Applicant must meet the physical requirements of AFI 36-2905, prior to being placed on AGR tour.
11. Applicant should be able to complete 20 years of active duty service prior to mandatory separation.
12. Military grade will not exceed the maximum authorized grade on the unit manning document.
13. Initial tours will be 3 years. Follow-on tour lengths may be from 1 to 6 years.
14. Must maintain local network access IAW AFI 17-130, Cybersecurity Program Management and AFMAN 17-1301, Computer Security.
15. Must maintain eligibility to access personnel data systems.
16. Must meet additional mandatory requirements for AFSC entry on attachment 4 of AFECD
  - a. Must be able to lift more than 40 LBS
  - b. ASVAB requirements: A  $\geq$  41
  - c. PULHES: 333233

## APPLICATION PROCEDURES

Interested applicants who meet the eligibility criteria listed in this announcement may apply by submitting the below listed documents to the 184 Force Support Squadron, ATTN: Full Time Manning, 52955 Jayhawk Drive Bldg. 65 Ste 106, McConnell AFB KS 67221-9000 or e-mail your applications to [usaf.ks.184-iw.mbx.ftm-full-time-manning@mail.mil](mailto:usaf.ks.184-iw.mbx.ftm-full-time-manning@mail.mil). Applications will include:

- 1. Signed NGB Form 34-1 dated 20131111, Application for Active Guard Reserve (AGR) Position**
- 2. Current Fitness Report from the Air Force Fitness Management System (AFFMS II)**
- 3. Record Review RIP (from vMPF)**

### NOTE:

1. Failure to provide all the required documents will result in application being returned without further action.
2. Applicants must sign NGB Form 34-1; failure to sign the form will result in application being returned without further action. NOTE: Please ensure 34-1 reflects Tour Announcement number, current telephone number and all AFSCs for which you are qualified.
3. If selected for the job, member must have a current passing fitness and AGR physical prior to being placed on AGR tour.

### FOR FURTHER INFORMATION:

For questions regarding the specific vacancy and position, contact the selecting supervisor. For questions regarding the application process, please contact SMSgt Jason McAndrews, 184 FSS/FTM, DSN: 743-7422, COMM: 316-759-7422.

### EQUAL EMPLOYMENT OPPORTUNITY:

All qualified applicants will receive consideration for this position without discrimination for any non-merit reason such as race, sex, religion, national origin, lawful, political or other affiliations, marital status, age or membership/non-membership in an employee organization.